

Appendix K: Request for Equivalency Credit for Mandatory Functional Training

Instructions for Completing and Handling Request:

- ✎ Employee completes Sections I and II and forwards request to supervisor.
- ✎ Supervisor reviews Section II and completes Section III. If concurring, forwards request to approving authority. If non-concurring, returns request to employee.
- ✎ Approving authority completes Section IV and returns request to supervisor.

Section I - Employee's Request for Equivalency		
Name (Last - First - MI)		Career Field/Program Number
Title/Series/Grade	Course Title & Code	Course Provider
Employee's Signature		Date Signed
Section II - Training Information		
<input type="checkbox"/> Work Experience (Attach detailed explanation of work assignments. Identify competencies and explain how they were acquired.)		
<input type="checkbox"/> Formal Education or Training, including Correspondence Study (Attach transcript(s) and descriptions of course work, to include course title, course level, and grade. Identify competencies and explain how they were acquired.)		
<input type="checkbox"/> Self-development Activities (Attach detailed explanation. Identify competencies and explain how they were acquired.)		
Section III - Supervisor's Recommendation		
<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur		
Supervisor's Name, Title, Organization, and Mailing Address		Telephone Number & Email
Supervisor's Signature		Date Signed
Section IV - Approving Authority Decision		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Approving Authority's Name, Title, Organization, and Mailing Address		Telephone Number & Email
Approving Authority's Signature		Date Signed